



DOWNTOWN SPOKANE PARTNERSHIP (DSP)

Executive Assistant

Reports To: DSP President

Effective: November 2021

Position Overview

The ideal candidate will be experienced in handling a wide range of executive support related responsibilities and will be able to work independently. This person must be well organized, flexible, and enjoy the administrative challenges of supporting a small office of diverse people and programs.

The ability to interact with staff (at all levels) and Board members in a fast-paced environment, sometimes under pressure and deadlines, remaining positive, proactive, resourceful and efficient by working within the budget framework, with a high level of professionalism, customer service, and confidentiality are critical to this role. Professional level written and verbal communication skills and attention to detail are equally important.

Essential Functions

- Daily management of front desk/office: greet public, maintain front office and boardroom, answer phones and direct all incoming calls to appropriate party promptly and efficiently.
- Responsible for calendar management, requiring interaction with board members, external executives and assistants, and coordination of meetings.
- Board management including: calendaring monthly meetings, preparing board materials, attend board meetings, record minutes, assist with facilitating annual board nominations/renewals, provide information and resolve administrative issues as directed.
- Responsible for preparation of the following: meeting planning, reserving venues, food and beverage, audio and video, agendas, minutes and information packets as directed.
- Maintain and manage a logical and up-to-date filing system, track employee birthdays and anniversaries, facilitate staff events.
- Maintain and follow up on any requests made to or from the President and staff until resolved.
- Proofread and/or draft memos, letters, reports, marketing and membership materials as directed.
- Provide exemplary customer service and maintain a positive customer service attitude at all times.
- Perform additional duties as directed by the DSP President or staff.

Minimum Qualifications

- Two years relevant experience.
- Proficient with Microsoft Office.
- Ability to proofread and identify grammatical errors; professional writing a plus.
- Utilization of Doodle Polling and Google Docs is helpful.
- Knowledge of downtown Spokane is a plus.

Physical Demands

- Ability to communicate effectively via a variety of modes (phone, in person, small or large group meetings, etc).
- May require occasional morning, evening and/or weekend work as needed for various downtown related events/meetings. Travel within downtown required.
- Requires sitting and/or standing for long periods of time. Occasionally lifting/pulling/pushing up to 25 pounds.
- Must be able to regularly talk/hear via a variety of modes, as well as see and operate a computer.

Compensation

Wage: DOE

Hours: Full time

Acknowledgement

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)